



## STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD

P.O. Box 304355, Montgomery, AL 36130 / 100 N. Union Street Suite 370, Montgomery, AL 36104

Phone: (334) 242-8747 / Fax: (334)242-8749 / Web: [www.reab.state.al.us](http://www.reab.state.al.us)

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### APPLICATION FOR APPRAISAL MANAGEMENT COMPANY REGISTRATION

#### INSTRUCTIONS

- The application must be typed only.
- The application fee is \$3500, **NON-REFUNDABLE** and payable by business, cashier or certified check to the Alabama Real Estate Appraisers Board. All other forms of payment will be returned.
- The person listed in Item 3 on the application should be the person to contact if there are questions about the application.
- The applicant shall post at the time of filing with the Board a Surety Bond (cash or securities) in the amount of \$25,000 on the prescribed forms.
- Attach a copy of your procedure to verify that a person being added to your appraiser panel holds a license in good standing in this state pursuant to the Alabama Real Estate Appraisers Act for appraisals of properties located in this state.
- Attach a copy of your procedure to require that appraisers inform the appraisal management company of their geographic competency for an assignment.
- Attach a copy of your procedure to periodically review the work of all independent appraisers that are performing real estate appraisal services for your company to validate that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practice.
- Attach a copy of your dispute resolution procedure that allows users of the appraisal report to request that the appraiser consider additional property information, provide further detail, substantiation, or explanation for the appraiser's value conclusion, or to correct errors in an appraisal report.
- Attach your original written irrevocable consent to service of process if the company is domiciled outside of Alabama.
- Complete Attachment A, the name, address and contact information for any individual or business entity that owns ten percent (10%) or more of the Company. Use the Continuation Sheet if necessary.
- Complete Attachment B, the name, address and contact information for each officer and director of the company. Use the Continuation Sheet if necessary.
- Attach a copy of the written partnership agreement or organizational documents, if applicable.

- Attach all required criminal background checks of anyone whom owns ten percent (10%) or more of the Company.
- A “foreign corporation” is one formed in a state other than Alabama.
- An LLC organized under the laws of Alabama must attach a Certificate of Existence obtained from the Alabama Secretary of State. An LLC organized under the laws of any other state must attach a copy of the Alabama registration authorized by §10-12-48, Code of Alabama, 1975. You may obtain instructions on how to get these forms at <http://www.sos.alabama.gov/BusinessServices/Default.aspx>.

PLEASE NOTE THAT YOU MUST NOTIFY THE ALABAMA REAL ESTATE APPRAISERS BOARD  
IN WRITING OR BY EMAIL, OF THE FOLLOWING CHANGES WITHIN TEN (10) DAYS:

- Any change of Principal Contact
- Any change to persons owning more than ten percent (10%) of the Appraisal Management Company
- Any change in officers or directors
- Any change in physical or mailing address, telephone number, email address, any other information contained in this application



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### APPLICATION FOR APPRAISAL MANAGEMENT COMPANY REGISTRATION

The application must be **TYPED**. The application fee is \$3500, **NON-REFUNDABLE** and payable by business, cashier or certified check to the Alabama Real Estate Appraisers Board. All other forms of payment will be returned.

1. Company's Legal Name: \_\_\_\_\_

2. Name under which Company will do business in Alabama: \_\_\_\_\_

3. Contact person for application: \_\_\_\_\_  
Name Title Email

4. Main Address of Company: \_\_\_\_\_  
Street Address County

City State Zip

PO Box (if applicable) City State Zip

Telephone Fax Website

5. If Company is not domiciled in Alabama, name and address for Company's Agent for service of process:

Name Telephone Email

Street Address City State Zip

6. Principal Contact: \_\_\_\_\_  
Name Title Email

7. Legal Structure of Company:

☐ Domestic Corporation ☐ Foreign Corporation ☐ Foreign LLC ☐ Partnership\*

☐ Limited Partnership ☐ Sole Proprietor ☐ Other\*\*

\*If a general partnership, attach copy of written partnership agreement

\*\*If other type of entity, attach copy of organizational documents

8. Employer Identification Number or Social Security Number: \_\_\_\_\_

9. Indicate below if you are registered as an Appraisal Management Company in any other state. (Use Continuation Sheet if necessary)

State	Registration No.	From (M/Y)	To (M/Y)
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State	Registration No.	From (M/Y)	To (M/Y)
-------	------------------	------------	----------

State	Registration No.	From (M/Y)	To (M/Y)
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10. Complete Attachment A; the name, address and contact information for any individual or business entity that owns ten percent (10%) or more of the Company.

11. **CHARACTER**

**Regarding Professional Licenses**

- 1) Has any owner listed in Attachment A of this application, ever had an appraisal license refused, denied, cancelled or revoked by any state? ☐ Yes ☐ No
- 2) Are there currently any charges pending against any owner listed in Attachment A in connection with an appraiser license in any state? ☐ Yes ☐ No

*If either of the answers are "yes", provide a copy of the licensing agency's order, any other documentation regarding the case and a complete written explanation for each matter.*

**Regarding Criminal Offenses**

- 1) Has any owner listed in Attachment A of this application, ever been convicted of or pleaded guilty or no contest to any criminal offense in any state? ☐ Yes ☐ No
- 2) Are there currently any criminal charges now pending against any owner listed in Attachment A of this application in any state? ☐ Yes ☐ No

*If either of the answers are "yes", provide a copy of the court judgment, arrest warrant or bill of indictment and include a release from probation or parole, if appropriate.*

**"Criminal offenses" and "criminal charges" include all criminal matters except speeding or parking violations. It does include driving while under the influence of alcohol or drugs. If you believe a charge has been erased or expunged, you must check with the appropriate court before completing this section.**

**All owners listed in Attachment A must provide a criminal background check obtained from the Alabama Department of Public Safety/Alabama Bureau of Investigations, P.O. Box 1511, Montgomery, AL, 36102-1511.**

12. List any other names under which you do business in Alabama.

Name	County
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Name	County
------	--------

13.

### CERTIFICATIONS

- 1) I certify that this Appraisal Management Company has a system and process in place that a person being added to the appraiser panel of the Appraisal Management Company holds a license in good standing in this State pursuant to the Article 1, Section 34-27A-1 et. seq., Code of Alabama, 1975.
- 2) I certify that this Appraisal Management Company has a system in place to require that appraisers inform the Appraisal Management Company of areas of geographic competency for each assignment.
- 3) I certify that this Appraisal Management Company has a system in place to review the work of all independent appraisers that are performing real estate appraisal services for the Appraisal Management Company on a periodic basis to validate that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practice Article 1, Section 34-27A-1 et. seq., Code of Alabama, 1975.
- 4) I certify that this Appraisal Management Company has a dispute resolution in process that allows users of the appraisal report to request that the appraiser consider additional property information, provide further detail, substantiation, or explanation for the appraiser's value conclusion, or to correct errors in an appraisal report.
- 5) I certify that this Appraisal Management Company maintains a detailed record of each service request that it receives and the independent appraiser that performs the residential real estate appraisal services for the Appraisal Management Company.

14.

### ATTACHMENTS

I have attached the following:

- 1) A description of each of the systems in Paragraphs (1), (2), (3) and (4) above.
- 2) Attachment of A, the name, address and contact information for any individual or business entity that owns ten percent (10%) or more of the Appraisal Management Company.
- 3) Attachment of B, the name, title, address and contact information for all officers and directors.
- 4) A consent to service of process, if applicable.
- 5) A copy of the written partnership agreement, if applicable.
- 6) A copy of the organizational documents, if applicable.
- 7) All required criminal background checks.
- 8) Surety Bond

### 15. THIS AFFIDAVIT IS TO BE EXECUTED BY APPLICANT BEFORE A NOTARY PUBLIC:

The undersigned, in making the application to the Alabama Real Estate Appraisers Board for registration as an Appraisal Management Company under the provisions of Article 2 of the Alabama Real Estate Appraisers and Appraisal Management Company Act, swears (or affirms) that he (or she) has been designated by the Appraisal Management Company to make this application on their behalf and that all information is provided in connection with this application, including certificates and attachments, is true to the best of his (or her) knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny registration or to withhold renewal of or suspend or revoke a registration issued by the Board.

SIGNATURE OF APPLICANT: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name of Notary Public, Print)

\_\_\_\_\_  
(Signature of Notary Public)

Commission Expires: \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_

### Attachment A

(use Continuation Sheet if necessary)

Name, address and contact information for any individual or business entity that owns ten percent (10%) or more of the Appraisal Management Company

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

**Attachment B**

(use Continuation Sheet if necessary)

Name, address and contact information for all officers and directors

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

**Continuation Sheet**

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email

Name		
Street Address		County
City	State	Zip
Telephone	Fax	Email